

# JUDGE MATTHEW P. FRERICKS

# JUDGE TODD A. ANDERSON

Marion County Court of Common Pleas  
General Division

## IMMEDIATE OPENING

DATE: February 25, 2025  
POSITION: Court Administrator/Magistrate  
SALARY: Negotiable depending on experience

The Court Administrator/Magistrate position, is an unclassified, exempt, at-will position reporting directly to Marion County Court of Common Pleas Judges. The position is appointed by and serves at the pleasure of the Judges and is responsible for implementing the mission, vision, goals, and objectives of the Court.

**Duties:** The Magistrate is responsible to perform a variety of civil and criminal judicial functions on behalf of the Judges. The Court Administrator is responsible for administrative policies and procedures and is expected to undertake duties in assisting the Court in managing non-judicial administrative operations, answering questions and inquiries from the public and media, conducting research, staffing internal and external committees, and other duties as necessary.

The position ensures that modern business practices are utilized by the Court, including technical systems, case flow, case management, human resources, productivity, data collection and reporting, fiscal, and organizational development. The Court Administrator gives advice and recommendations to the Court related to the hiring, salary, promotion, discipline, and termination of Court Staff.

**Minimum Qualifications:** Experience in staff and committee/workgroup supervision, which includes planning, assisting, reviewing, and evaluating the work of others. Experience developing policies and procedures relating, report writing, fiscal operations, and budget preparation, analysis, and administration. Experiencing managing departments, personnel, and/or organizations while developing and implementing solutions to organizational and operational goals.

Knowledge of Court operations and procedures, especially related to Civil and Criminal areas. Ability to plan, organize, direct, and evaluate the work of professional, administrative, and support staff in a manner conducive to high morale and productivity. Ability to communicate clearly, courteously, and effectively, both verbally and in writing. Ability to coordinate, oversee, and follow through on work assignments to obtain desired results, including multiple tasks assigned simultaneously.

Juris Doctor required with a minimum of four (4) years in the practice of law.

Send resume and cover letter to [mfrericks@co.marion.oh.us](mailto:mfrericks@co.marion.oh.us).

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